



## IT Infrastructure Committee Draft Minutes

**Wednesday, April 5, 2006**

VITA Operations Center  
110 S. 7<sup>th</sup> Street, Richmond

### Attendance

#### Members Present:

Len Pomata, Chairman  
Hiram Johnson

Dr. Mary Guy Miller

#### Members Absent:

Jimmy Hazel  
Scott Pattison

#### Others Present:

The Honorable Aneesh Chopra, Secretary of  
Technology  
Jim McGuirk, ITIB Chairman  
Ken Johnson, ITIB Member  
Walt Kucharski, ITIB Member  
Lemuel C. Stewart, Jr., CIO of the  
Commonwealth  
Hugh Taylor, President, Northrop Grumman  
Commercial, State and Local Group

Fred Duball, VITA Service Management  
Organization Director  
Joe Fay, Northrop Grumman Relationship  
Manager  
Mike Biase, Northrop Grumman Transition  
and Transformation Manager  
Perry Pascual, VITA Senior Transition and  
Transformation Manager  
Jenny Hunter, Committee Staff

### Welcome and Call to Order

IT Infrastructure Committee Chairman Len Pomata called the meeting to order at 1:02 p.m. He welcomed everyone to the first meeting of the Committee and introduced the members. The IT Infrastructure Committee is responsible for providing oversight to the implementation of the partnership with Northrop Grumman and the operation of IT infrastructure services.

At the request of the Chairman, Committee Staff Jenny Hunter called the roll and confirmed the presence of a quorum.

### IT Infrastructure Partnership Program Overview

The partnership program directors, Fred Duball from VITA and Joe Fay from Northrop Grumman, provided an overview of the IT Infrastructure Partnership program, including program organization and governance, independent verification and validation (IV&V), schedule and milestones, and program and project management tools. Mr. Duball introduced the partnership program management office (PMO) leads, Mike Biase from

Northrop Grumman and Perry Pascual from VITA. They provided information on the program status and reporting process, overall program status, activities to prepare for service commencement date, and program metrics strategy.

In response to questions from Dr. Miller, Mr. Duball said the Customer Advisory Council held its kickoff meeting on March 31. The Council includes ten Agency IT Resources (AITRs) from multiple secretariats, including representation from small, medium and large agencies. Mr. Stewart said the purpose of the Council is to help resolve impacts as a result of transformation and to encourage open and honest dialogue. The Council is an informal group, and membership can be expanded to include more agency business staff.

The Committee discussed the proposed approach to IV&V. In response to questions from Mr. Pomata, Mr. Duball said the program-level review would begin in May, with ongoing reviews on a quarterly basis. Mr. Stewart said the approach was developed in consultation with the Auditor of Public Accounts. Mr. Kucharski said the program-level review approach was valid. If the review identifies problems at the program level, the IV&V approach will need to be modified to go into greater depth. Considering the size of the program, he said the proposed strategy is the most practical approach.

Mr. Hiram Johnson said the Board is interested in understanding the communications framework for customers and how they are involved in the partnership. Mr. Stewart said VITA is developing the communications framework to understand touchpoints across customers and other stakeholders.

In response to questions from Mr. Pomata, Mr. Duball clarified that the VITA finance manager for the Commercial Management team has been hired. The scope of his position includes managing finances from the partnership perspective.

The Committee discussed the overall program status, currently rated yellow. Mr. Duball explained the process to report and validate individual task force status. Mr. Pomata requested the program directors provide the Committee members with specific rating criteria. Dr. Miller said the Committee also needs to have more detail behind why a status is red, yellow, or green, and the strategy and date for moving to green. Mr. Stewart said the partnership status will roll up to the overall executive dashboard that can be seen by the Board. He said there will be independent reviews of the program status as well by the APA and the Project Management Division.

In response to questions about service level agreements (SLAs) with agencies, Mr. Stewart said VITA has some SLAs and a brief history of experience. Monitoring service issues and performance is typically a manual process and is not yet automated. Mr. Duball said VITA and Northrop Grumman are working to stand up a problem mitigation tool as a way to manage incidents and look at trends. The standup of that tool has been accelerated dramatically. At service commencement date, the partnership will have manual statistics and can show how incidents are resolved. It is reactive now, but in the long term, the partnership will have the tools to baseline and measure against the SLA.

Mr. Stewart said a related activity is creating transparency around the financial component of the SLAs. The first incremental change will be interpreted by agencies as a price increase. VITA needs to show agencies what they are paying for and what is incremental to that.

Dr. Miller asked about General Assembly approval after April 30. Mr. Stewart said the IT Infrastructure Partnership is not controversial, and there were no changes to the budget language from either the House or the Senate. The impact could be measured in a three to six month window, depending on how quickly the program can realign, and alternatives are

being explored. The interim agreement has a spending cap in it for the interim phase. If the date is pushed into the future, VITA and Northrop Grumman will need to make an assessment of the spending cap and rate of spend.

Mr. Pomata commended the partnership team for its efforts. He requested shorter briefings for future meetings focused on the substance of the status items and other topics requiring Board action or approval. Mr. Johnson recommended the Committee meet between quarterly meetings to address major issues, should they arise.

Mr. Pomata recognized Hugh Taylor, President of the Commercial, State and Local Group for Northrop Grumman. Mr. Taylor thanked the Committee and reiterated Northrop Grumman's commitment to Virginia and the partnership program. He said Northrop Grumman has spent considerable money on the facility construction to order long-lead items, in anticipation of the final agreement and to stay on schedule. Many of the partnership milestones are contingent on the completion of the facility.

#### Partnership Program Charter

Mr. Pomata introduced the proposed program charter for the partnership. Mr. Duball recommended the program charter be expanded to include the 36-month transformation phase, which is scheduled to conclude in 2009. The Committee members agreed to the proposed edits. Mr. Pascual agreed to incorporate the edits and provide a revised charter for the Board meeting on April 6.

Dr. Miller made a motion, seconded by Hiram Johnson, as follows:

*I move that we recommend the Board approve the program charter with the edits we discussed.* The motion carried on voice vote.

## New Business

There was no new business.

## Public Comment

There was no public comment.

## Adjournment

Mr. Johnson moved to adjourn the meeting. Mr. Pomata adjourned the meeting at 2:54 p.m.